



BHD

MILWAUKEE COUNTY
Behavioral
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Tips and Tricks



Certificate of Need (CON) for Emergency or Elective/Urgent Hospital Admissions for Clients under the age of 21

Use the Certificate of Need (CON) Tracker Form to document necessity for admission to inpatient care for all clients under the age of 21 and track the progress of the State CON that is sent out for physician certification of need.

The screenshot shows the 'Certificate of Need (CON) Tracker' form. It includes a sidebar with a 'Submit' button and a main form area. The form contains several sections: 'Assessment Date' (with a calendar icon), 'Is CON needed?' (with radio buttons for 'Elective/Urgent' and 'Emergent'), 'Is the CON out to the signer?' (with radio buttons for 'Yes' and 'No'), 'Date sent out' (with a date and time picker), 'Has the CON been received back?' (with radio buttons for 'Yes' and 'No'), 'Date received back' (with a date and time picker), 'Time received back' (with a time picker), 'Per External CON Team, patient does not meet minimal necessity' (with a radio button for 'Yes'), and a 'Comments' text area. A light bulb icon is present next to the 'Is CON needed?' section. A callout box with a light bulb icon contains the text: 'Hover or click on the light bulb for a brief description of each category listed.' Numbered callouts 1 through 7 point to specific fields: 1 points to the 'Assessment Date' field, 2 points to the 'Is CON needed?' radio buttons, 3 points to the 'Is the CON out to the signer?' radio buttons, 4 points to the 'Has the CON been received back?' radio buttons, 5 points to the 'Per External CON Team, patient does not meet minimal necessity' radio button, 6 points to the 'Comments' text area, and 7 points to the 'Submit' button in the sidebar.

1. Enter the Assessment Date.
2. Select the appropriate level of need
 - Elective/Urgent- harm/danger to others
 - Emergent- harm/danger to self
3. Indicate whether or not the CON has been sent out to be signed (Elective/Urgent- outside agency or Emergent- BHD staff). If **Yes**, enter the date and time sent.
4. Indicate whether or not the CON has been received back. If **Yes**, enter the date and time received. If **No**, click Submit*.
5. As needed, indicate if the external CON Team has denied minimal necessity.
6. Add comments as needed.
7. Click Submit.

*Note- Once the CON is received back from the outside agency, open and edit the original form (do not open a new form) and begin at step 4.